



HOCKLEY PARISH COUNCIL

Personnel Committee: Cllrs James, S Martin, Randall, Vingoe, O'Shea, Boxall.

MINUTES OF THE PERSONNEL SUB-COMMITTEE MONDAY JULY 13TH 7.30 PM IN THE HOCKLEY PARISH HALL

PER15/10 Election of chairman

Cllr Randall was proposed by Cllr O'Shea and seconded by Cllr James.

Resolved. Cllr Randall was elected unanimously.

PER15/11 Election of vice-chairman

Cllr O'Shea was proposed by Cllr S Martin and seconded by Cllr James.

Resolved. Cllr O'Shea was elected unanimously

PER15/12 Those present and apologies for absence.

Chairman Cllr Randall.

Cllrs James, S Martin, Vingoe, O'Shea, Boxall.

Also present, The Clerk and The Administration Assistant.

PER15/13 Declarations of interest.

There were no declarations of interest.

PER15/14 To agree the minutes of the April 13th 2015 meeting.

Resolved. The minutes of the meeting were accepted as a true record.

Proposed Cllr Randall seconded Cllr James.

PER15/15 Public speaking (meeting closed for 15 minutes).

There were no members of the public present.

PER15/16 To review job evaluation for Parish Rangers.

The Clerk reminded the committee that the evaluation is of the job, not the individual, and the assessment is of the complexity and nature of the work that the post-holder is expected to fulfil. Following a discussion about the relationship between SCP (Spinal Column Point) scales and Grades it was decided that the post evaluation was overstated on HR Skills which should remain at 1. The other categories discussed individually and agreed;

Cognitive know-how has been changed from C to E

Thinking environment has been changed from C to D

Freedom to act has been changed from C to D

This places the post at SCP 20 which is one point below the top of grade three.

Resolved. The Ranger Job will be evaluated as SCP 20. Proposed by S Martin seconded Cllr Randall. Carried with one against.

Resolved. The post holders will be placed at SCP 19 with the opportunity to progress to the final SCP point at a later appraisal. Proposed Cllr Randall Seconded Cllr Boxall. Carried with one against.

PER15/17 To note change in the Administration Assistant's work status.

The committee noted that the Administration Assistant is now the Clerk and Responsible Financial Officer for Stow Maries Parish Council in addition to her current duties at Hockley Parish Council.

PER15/18 To agree timing, procedure and content for appraisals.

Minute PER15/6 stated that appraisals will be conducted by two people during July and August and be based on the staff work programme. The Clerk's appraisal was conducted in April, and the remaining appraisals will be carried-out in July and August. However, the need for individual discrete appraisals for the Rangers and Caretakers was questioned and it was considered that continuous appraisal would be more helpful.

It was agreed that the council needed to consider how to develop a five year plan before it was in a position to set practical and helpful targets for staff. The clerk was asked to develop proposals for a Member workshop.

PER15/19 To consider reviewing the criteria for accepting councillor apologies.

The Clerk advised the committee that a change to the sickness absence policy is being presented to the Resources and Procedures Committee which will place a requirement for councillors who miss two consecutive full council meetings through ill-health to discuss the matter with the chairman to consider the long-term consequences of their ailment.

The committee agreed that attendance book will record the reason for absence but this will not be published in the minutes. Each apology will be accepted or rejected on its merits.

PER15/20 Date of next meeting: September 14th 2015

Meeting closed at 9.20